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Introduction

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## Welcome to the Language Assistant Series!

The Language Assistants for Windows provide sentence-by-sentence translation to help you translate English documents into the foreign language and foreign documents into English.   In other words, it's bi-directional.   You can create documents in the project window or you can import files from other applications.

The Language Assistants can also help you study or write in the foreign language.   Looking up words and their inflections is easy with the handy dictionary tools.   If you have been troubled by verb conjugations in the past, your worries are over.   Correct conjugations can be displayed in seconds.   If you are working in another application and need a section of text translated, you can simply copy the section to the Windows clipboard, use the Translate Clipboard tool, and then paste the contents back into the application.

## What the Language Assistants can do for you:

There are many convenient features you'll discover in getting acquainted with the Language Assistants. You'll find how easy it is to:

• Pop up translations for individual words

• Refer to grammar help

• Conjugate foreign verbs

• Build a customized dictionary

• Translate Windows clipboard items

If you have not already done so, please send in your product registration card to be eligible for technical support and product upgrades.   Thank you for your support.

## What You Should Know Before You Begin

You should know the basics of how to operate your computer system, including how to locate files in directories and subdirectories.   You should also know how to highlight and select items on the screen with a mouse.

The Language Assistants use the Windows environment.   If you are familiar with other Windows applications, you will recognize many of the menus and commands in the Language Assistants.   If you are not familiar with Windows applications, consult your *Windows User's Guide* for information on how to use standard Windows commands.

If you like to bypass edit menus, you might find the following key combinations helpful for copying highlighted text to the Windows clipboard:

**Ctrl-x** cuts text to the clipboard.

**Ctrl-c** copies text to the clipboard.

**Ctrl-v** pastes text from the clipboard.

Translating Projects

## The Translation Process

When the Language Assistants translate text to and from English, they translate words, search for phrases, conjugate verbs and work with word order.   Translating documents involves very few steps.  You may wish to glance at Chapter 3, "Quick Start," and Chapter 4, "Tutorial," in the *User's Guide* for step-by-step instructions for creating and translating projects.

After you open a saved project or create a new project, you can, if you wish, scan the project for any unknown words and add them to the dictionary.   The project is then ready to be translated.   The following steps outline the process for creating, translating, and outputting a translation project:

1. Create or open a project by selecting <u>File</u> then <u>New Project</u> or <u>Open Project</u>

2. Scan the document to find any words that the Language Assistant will not be able to translate by selecting <u>Tools</u> then <u>Word Scan</u>.

3. Add the words found in the scanning process to the dictionary by selecting <u>Tools</u> then <u>Unknown Word Edit</u>.   This will allow you to provide translations and definitions for the words that are not currently in the Language Assistant's dictionaries.

4. Set the translation options by selection <u>Options</u> then Translation.   This will allow you to taylor the translation by selecting the author's gender and address format among other options.

5. Begin the translation process by selecting from the <u>Translate</u> menu either Document, Sentence, or Interactive to translate the entire document automatically, the current sentence automatically, or the current sentence interactively.

6. After translating the document you can print a draft of   the result by selecting <u>File</u> then <u>Print</u>.   This will lead to the option to print the Source text or its Translation.    For better output you can select <u>Export Source</u> or <u>Export Translation</u> to save either source or translation in the format of the word processors supported.   Then retrieve the file in your word processor and print it.

7. You can save your project by selecting <u>File</u> then <u>Save Project</u>.

8. If you would like to close the Language Assistant select <u>File</u> then <u>Exit</u>.   If you have not saved your project, you will be prompted to do so.

For a complete explanation of the translation process please refer to your *User's Guide*.   It will provide a tutorial (Chapter 4, "Tutorial") and information specific to the language you are translating (Chapter 6, "Translating Projects").

## Using the Tools

## Overview of the Tools

The powerful Tools menu commands let you access the large MicroTac Bilingual Dictionaries and inflection aids.   They let you scan your document for any words that are not in the dictionaries and give you the opportunity to add any unknown words found to the dictionaries.   You can also delete words you had previously added to the dictionaries but no longer need.   In addition, you can copy a translation from the dictionary, paste it into your document, and then look up another word from the dictionary.

You can copy text to the clipboard from any Windows application, open the program and click on the Translate Clipboard tool, then paste the translated text into any Windows application including network mail.

With the Inflections tool you can not only look up verb conjugations, but also inflections for adjectives, nouns, and other parts of speech.

The following tools are available from the Tools menu:
> Dictionary
> Inflections
> Edit Dictionary
> Word Scan
> Unknown Word Edit
> Translate Clipboard

Language Assistant Menus

- [File](#)
- [Edit](#)
- [Tools](#)
- [Search](#)
- [Format](#)
- [Translate](#)
- [Options](#)
- [Window](#)
- [Help](#)

File

New Project
Open Project
Close
Revert to Saved
Save Project
Save Project As
Print
Printer Setup
Import Source File
Export Source
Export Translation
Exit

## *New Project*

Allows you to create a new project from within Translation Assistant.   When you click on New, you are asked to specify the direction in which you wish to translate the project (document).   After you click on the appropriate option, and the Project window appears, you can either begin typing directly in the top portion of the project window or you can import text from a word processor or text editor.

## *Open Project*

Opens an existing project that you previously saved.   A project file will have the extension .MTP, which stands for MicroTac Translation Project.

## *Close*

Closes the active project window.   If you have not saved changes, you will be given an opportunity to do so.

## *Revert to Saved*

Abandons all changes made to the current project since the last save action.   Returns the project to the previously saved version.

## *Save Project*

Saves all changes made to the current project. If you have not already saved the project, you will be required to provide a name for the project. Project files are assigned the extension .MTP, which stands for MicroTac Translation Project.

## *Save Project As*

Copies the project and saves the copy under a new name.   This would result in two projects, unless you have not saved the project previously.   Project files are assigned the extension .MTP, which stands for MicroTac Translation Project.

*Print*

Standard Windows command that prints parts of the project file.   You can print a draft of the entire source file, the entire translated file, or a line-by-line printout of each source sentence above its translated sentence.

**Source** - Prints the original text.   If you have imported a source file, this printout will not contain all of the formatting and graphics of the original file.

**Translation** - Prints the translated text.   If you have imported a source file, this printout will not contain all of the formatting and graphics of the original file.   To output a formatted translation, select Export Source from the File menu.

**Line by Line** - Prints the original and translated text in a line-by-line format.   This format is useful for comparing the original and translated text.   It also provides line numbers for use with Go To Sentence in the Search menu.

## *Printer Setup*

Standard Windows command that allows you to change the paper source, size, orientation, print copies, and other printer and print options.

## *Import Source File*

After you create a <u>New Project</u> window, you can import text from a word processor file.   Importing copies a file to the project window.

The Language Assistants directly support WordPerfect for Windows, Microsoft Word for Windows, Ami Pro, and Windows Write formats.   You will not see all of the formatting and graphics in the project window.   However, fonts and graphics will be saved in Exported Translations.

If you use a different word processor, you can save your file as a <u>RTF</u> (Rich Text Format) or an <u>ASCII</u> (Dos Text) file.   Consult your word processor's documentation for information on saving files.

To import a source file, pull down the <u>File</u> menu and click on Import Source File.   In the **Import Source** dialog box, click on the file type for your word processing program and use the scroll bars to locate the drive and directory where your word processed file is stored.   Then, double-click on the name of your file.   A copy of that file will appear in both the top and bottom halves of the project window.

Note: When you import a source file, the Language Assistant automatically detects the file type of the document regardless of the extensions you have given the file.   The **File Type** scroll box is there for your convenience.   It helps you narrow the list of files to choose from by filtering the files by their extension.   For example, if   you are a WordPerfect user and you name a document **LETTER.001**, you can specify that file name without selecting WordPerfect as the file type.

## *Export Source*

If, in the project window, you change the source file (the file you translate from) and you want a formatted printout of it, you can export it back to the word processing environment under a name you specify.   You can then print it.   It will exhibit the format your originally gave it.

## *Export Translation*

After the project is translated, you can then export the translated text back to the word processing environment under a name you specify. It will exhibit the word processing format you originally gave it. In the new word processing document, you can add additional formatting if you wish, and print the file.

*Exit*

Exits the Language Assistant program.   You will be prompted to save any projects that have been modified.

## Edit

The following commands are available in the **Edit** menu:

**Undo** - Undoes, in most cases, the last action you performed.   The text will revert to its previous version.

**Cut** - Cuts text to the Windows <u>clipboard</u>.

**Copy** - Copies text to the Windows clipboard

**Paste** - Pastes text from the Windows clipboard onto the workspace.

**Clear** - Clears the text from the workspace without putting it on the clipboard.

Tools

Dictionary
Inflections
Edit Dictionary
Word Scan
Unknown Word Edit
Translate Clipboard

*Dictionary*

Use this tool to look up words and their various forms in the English or foreign dictionary.   You can also copy words from the dictionary to the Windows clipboard.

To access the Language Assistant's English or foreign dictionary, follow these steps:

1. Click on Dictionary in the Tools menu.   A submenu will appear listing the dictionaries available.

2. Click on the dictionary you want to view.   The first entry in the alphabetized dictionary appears at the top of the window screen.   This window has seven command buttons.   These buttons are described below.

**<** - Click on this button to search backward toward the "A" listings in the bilingual dictionaries.

**>** - Click on this button to search forward toward the "Z" listings in the bilingual dictionaries.

**Search** - Click on the Search button to search for a word in one of the bilingual dictionaries.   When you click on this button, the Lexicon Search dialog box will appear.   Type the word you want to find in the text box and click on **OK**.   The word and its forms and translations will appear.

**Inflect** - Once the word you have searched for is displayed on your screen, you can click on this button to view the various inflected forms of the foreign word.   (Inflected forms indicate number, case, tense, etc.)

**Switch** - Click on this button to switch from one dictionary to the other.

**Copy** - Click on this button to copy selected words to the clipboard.

**Cancel** - Click on this button to close the active window.

## *Inflections*

Select this command to view the possible grammatical forms of a foreign word that indicate number, gender, case, and tense.

To use the Inflections Tool follow these steps:

1. Click on Inflections in the Tools menu.   The Inflections window will appear.

2. Click on the **Search** button to search for the word you want to inflect.   When the **Lexicon Search** box appears, type any form of the foreign word.   The foreign Inflections window will appear showing the root word and the translations for the root word and the form, declensions or conjugations.   If you typed a verb, you can select the tense you want to see conjugated.   Click on one of the tenses listed in the left column.

3. If you want to copy a word from the Inflections window, highlight the word and click on the **Copy** button to copy the word to the Windows clipboard.   You can then paste the word to the project or to another Windows application.

## Edit Dictionary

The Language Assistant lets you make changes to the dictionaries.   You can add words and phrases and edit existing entries in the English or foreign dictionaries.

Following are the available buttons in the Edit Dictionary window:

**<** - Click on this button to search backward toward the "A" listings in the bilingual dictionaries.

**>** - Click on this button to search forward toward the "Z" listings in the bilingual dictionaries.

**Add** - Allow you to add a new word to the current dictionary.

**Edit** - Allow you to edit and change the entry for the currently displayed word.

**Search** - Click on the Search button to search for a word in one of the bilingual dictionaries.   When you click on this button, the Lexicon Search dialog box will appear.   Type the word you want to find in the text box and click on **OK**.   The word and its forms and translations will appear.

**Browse** - Allow you to scroll through a list of all the headwords in the current dictionary.   When you click on the **Browse** button, a window will pop up with the list of headwords.   You may highlight a word and click **OK** to display its complete entry.

**Delete** - Allow you to delete the currently displayed word from the dictionary.   If there was an original entry for that word from the original MicroTac Dictionary, then that original entry will be restored.   The MicroTac Dictionary headwords themselves cannot be deleted.   If a word cannot be deleted, this button will appear light gray and will not be active.

**Delete Line** - Delete the current line within the Dictionary Edit window.

**Insert Line** - Insert a line above the current line within the Dictionary Edit window.

**OK** - Click on this button to save the change to the entry.

**Cancel** - Click on this button to close the active window.

Below are the steps for editing one of the bilingual dictionaries.   Please note that we provide here only an abbreviated list of the steps.   Refer to the *Language Assistant's User's Guide*, chapter 8, for a complete description of the process of adding and modifying words in the dictionary..

1. Select Edit Dictionary from the Tools menu.   A submenu of available dictionaries will appear.   Select the dictionary you want to edit.

2. Click on the **Add** button for a new word, or the **Edit** button to change the current entry.

3. Enter headwords in their uninflected forms on the first line of the entry.   Note that each headword **MUST** consist of a single word only.

4. After you have typed the new headword, press the **tab** key.   The cursor will then be in the Word Class column.

5. Enter the correct word class in the Word Class column (the leftmost column) by clicking the mouse in the text box at the top of the column.   You may also click on the arrow button to the right of the text entry box.   A list of available word classes will appear.   Make a selection from the list.

6. You must now enter the appropriate rule code to tell the Language Assistant what kind of word or phrase you are adding to the dictionary.   Click on the button with the three dots immediately to the right of the text box.   The Rules dialog box will appear.   Select the appropriate rule.

7. Enter the appropriate translation for your headword.   First, move the highlight bar from the Rule Code field to the Translation field by pressing the **tab** key.

8. To save the entry, click on the button **OK**.

## *Word Scan*

The Word Scan tool will find words, such as company names, acronyms, and jargon, that are not in the dictionaries.   These words will be placed in the Unknown Words list.   You are then given the chance to add these words to the dictionary by selecting the <u>Unknown Word Edit</u> tool.

During the word scan process the status will be displayed in the Word Scan window.   You may click on the **P**ause button to temporarily halt the process.   Click on the **Cancel** button if you wish to cancel the scan process.

If you are rescanning an already translated document, Word Scan will report only about sentences that have been added since the last time you scanned.

## *Unknown Word Edit*

After you use the <u>Word Scan</u> tool to find words in your document that are not recognized by the bilingual dictionaries, you can view the list of words and select from them any that you wish to add to the appropriate dictionary.   To add a word to the dictionary, simply click on the **Edit** button to make any changes to the entry.   To make changes to the entry follow the steps outlined in <u>Edit Dictionary</u> and your *User's Guide*, chapter 8.

## *Translate Clipboard*

This is one of the most useful features of the Language Assistant.   With this tool you can copy text from any Windows application, translate it without removing it from the <u>clipboard</u>, and paste it back to the original or any other Windows application including network mail.

To use the Translate Clipboard command follow these steps:
1.   In your Windows application, highlight the text you want to translate.

2. Cut or copy the text to the Windows clipboard using the application's Edit menu copy or cut command.

3. Bring up the Language Assistant window and pull down the Tools menu.

4. Click on the Translate Clipboard command.

5. In the submenu, click on the direction the translation is to take.

6. After you select the direction, the Language Assistant will <u>automatically translate</u> the text.   The Translate Clipboard window will appear with the progress of the translation.

7. When the progress window disappears, return to the Windows application in which you wish to paste the translation.   You may then paste the translated text.

## Search

**Find** - Find a specific text string within the project.   After you click on Find, the Text to Find dialog box will appear.   Enter the text string that you wish to find.   Click on the **Case Sensitive** box if you want to search only for strings with the capitalization you have entered.   Click on the **Whole words** box if the word you entered is a stand alone word and not part of another word.

**Replace** - Finds a specific text string within the project and replaces it with new text you have entered. After you click on Replace, the Replace dialog box will appear.   Enter the text string you want to replace in the **Text to Find** box.   Enter the replacement text string in the **Replace with** box.   Click on the **Case sensitive** box if you want to replace only the text strings with the capitalization you have entered.   Click on the **Whole words** box if the word you entered is a stand alone word and not part of another word.

**Find/Replace Again** - Repeats the last Find and Replace command.

**Go to Sentence** - Helps you locate a sentence.   When you click on this command, the Sentence Number dialog box appears asking for the number of the sentence you want to find.   You can find sentence numbers on the Print printouts.

**Current Sentence** - Click on this command to highlight the current sentence.

**Next Sentence** - Click on this command to move the cursor to the next sentence.

**Previous Sentence** - Click on this command to move the cursor to the previous sentence.

## Format

You will want to do most document formatting in your word processor because word processors have many formatting options.   Though the Language Assistant is not a word processor, it does contain a few basic formatting commands -- the **Paragraph** and   **Character** commands -- that can be used for formatting documents within the Language Assistant.

When you import text from a word processed document, you will not need to use the **Paragraph** and **Character** format commands because your text is already formatted.   In this case **Paragraph** and **Character** will appear in light gray type in the menu.

The Language Assistant recognizes and retains popular word processing formats even though you will not see some of the format while you are working in the project window nor will you see it when you print the project window.   After you export the translated document to a word processed file, you will see that the word processor format you gave the original document has been retained in the translated document. Your word processor will print the document with format intact.

**Paragraph** - If you want to add a few formatting features to a file that you typed directly into the Language Assistant, click this command.   The Format Paragraph dialog box will appear.   In the Left Indent and Right Indent boxes type the number of inches you want in the left and right margins.   In the First Line box, type the number of inches you want the first line of each paragraph to be indented.

**Character** - Select a string of text and click on this command to change the font typeface, size, and style of the selected text.   When you click on this command, the Format Character dialog box appears.   In the Format Character dialog box, you can change three attributes:

> **Font** - Use the scroll bar to search for the font typeface in the left column.   Click on the font you want.
> **Style** - Click in the Italic and/or Bold boxes to make the type italics, bold, or both.   Click again on a box to remove the style.
> **Size** - Click on the appropriate font size in the Size option box.

You can see the results of your choices in the sample at the bottom of the dialog window.

**Don't Translate Selection** - If you do not want a portion of text to be translated, select the text with your cursor and click on Don't Translate Selection.   The text will be left as is.   If you have already translated the text and want to change it back to its original, select the text and click on Don't Translate Selection. the text will change back to the untranslated original.

**Reset Selection** - If you made a mistake in designating a portion of text as Don't Translate Selection, and you want to turn the selection back to a translatable sentence, highlight the section with your cursor and click on Reset Selection.

**Reset Document** - Click on this command if you want the *entire* document to be changed back to its original untranslated version.

## Translate

Use the Translate menu commands to translate your document sentence-by-sentence or all at once. Before you can select options from the Translate menu, you must create a new project or open an existing project.   You should also use the Word Scan command in the Tools menu to scan the document for words not in the dictionary.   Otherwise, the translation will contain brackets around words it could not translate.

You can make the Language Assistant translate sentences automatically or interactively.   Just place you cursor on the sentence and click on the Sentence or Interactive command.   An interactive translation is recommend because language is ambiguous.   A word can function as many parts of speech.   For example, the word *lead* can be a verb, noun, adjective, or an adverb.   With interactive translation you can tell the system that *lead* is a verb in the sentence, *The dog lead the man to water.*

You will find detailed procedures for translating documents in your *User's Guide*, Chapter 6, "Translating Projects."

**Document** - Click on this command to make the Language Assistant translate the entire document automatically.   Please check the results carefully because many words can have many possible translations and some of the automatic choices may not be the ones you want.

**Sentence** - Click on this command to have the Language Assistant translate a selected sentence automatically.   Again, check the results carefully because words can have many possible translations.

**Interactive** - Click on this command to translate a selected sentence and prompt you with questions as it translates.   When you click on this command, the Translate Interactive window appears.   As it translates the sentence, the program will highlight words that have multiple meanings and ask you to specify the most appropriate meaning for the word.   This dialog box is fully described in your *User's Guide*, Chapter 6, "Translating Projects."

**English Word** - Click on this command to look up the translation for a single English word.   Simply highlight the word you wish to look up and select English Word from the Translate menu.   You can then copy the translation and paste it into your document.

**Foreign Word** - Click on this command to look up the translation for a single foreign word.   Simply highlight the word you wish to look up and select Foreign Word from he Translate menu.   You can then copy the translation and paste it into your document.

# Options

Use the Options menu to set translation and file options, such as the author's gender, the familiarity level at which you want to address the reader of the translation, and the colors and fonts that your want to use in viewing the dialog boxes.   For a more detailed description of the Options menu, refer to your *User's Guide*, Chapter 7, "Changing Options."

**Translation** - With this command, you can set the author's gender, and the familiarity of the address. You can check the Check British Spellings box when translating from English to the foreign language to make the Language Assistant recognize British spellings such as *theatre* and *colour*.   You can also check the Check Accent Variations box when translating from the foreign language to English to make the Language Assistant recognize foreign word that should be accented but are not.

If you want to use the settings you have made in the Translation Options dialog box for all of the documents you will be translating, click on the **Save As Default** button.   If you save the settings as default settings, you will not have to change the setting in this dialog box for every document you translate.

For a complete description of the uses of these options, please refer to your *User's Guide*, Chapter 7, "Changing Options."

**Dictionary** - You can change the appearance of the Dictionary windows by setting option in the Dictionary Format window.   Follow these steps to make changes:
> 1. Click on Dictionary in the Options to access the Dictionary Format window.
> 2. Make the changes using the scroll and check boxes.   As you make changes, you can immediately see the effect of the changes in the lower half of the window.   the following items can be changed:
>> **Font** - Use the scroll bars to select the typeface you want for the text in the Dictionary window.
>> **Style** - Click an *X* in the Italic or Bold box.
>> **Size** - Use the scroll bars to select the font size you want.
>> **Color** - Use the scroll bar to find the window feature you want to change then select it. Then scroll down the list of colors and select the color you want for that feature.   For example, if you want the window background to be yellow, scroll down window features list and click on Window Background.   Then scroll down the colors and click on Yellow
> If at any time while you are making changes, you decide you want to return to your previous settings click on the **Cancel** button.   Your changes will not be saved.
> 3. When you have made the settings that you like, click on **OK** to save the settings and return to the main Language Assistant window.   When you click on the Dictionary tool, the dictionaries will reflect the changes you made.

**Inflection** - You can change the appearance of Inflection windows by setting options in the Inflection Format window.   You can change typeface, size, style, and color of the fonts you see in the window. Click on Inflection in the Options menu to access the Inflections Format window.   The procedure for changing the Inflection window features are the same as those described immediately above in "Dictionary."

**Hide Speed Bar/Show Speed Bar** - To hide the Speed Bar and its buttons, click on Hide Speed Bar in the Options menu.   This is a toggle command.   The make the Speed Bar reappear on your screen, click on the Show Speed Bar in the Options menu.

## Window

The Window menu commands let you rearrange the windows you have opened on your MicroTac Language Assistant window so that you can work more efficiently.   You can open multiple dictionary, inflection, and other windows at the same time.   Se your *Microsoft Windows User's Guide* for illustrations and additional details about standard Window menu commands.

**Cascade** - Layers the open windows so that all title bars are visible.   Each layer is offset slightly to the right of the layer below.   Click on the title bar of the window you want to bring forward.

**Tile** - Divides the open windows into smaller windows of equal sizes on the screen.   You can resize the windows by adjusting their borders using the mouse cursor.

**Horizontal** - Stacks the open windows into horizontal layers extending from border to border on the MicroTac Language Assistant window.   All title bars are visible.

**Vertical** - Click on this command to arrange all windows vertically on your MicroTac Language Assistant window.   They will extend nearly the length of the MicroTac Language Assistant window.

**Arrange Icons** - Click on this command if you want to regroup the icons of your minimized windows back to the lower left corner of the MicroTac Language Assistant window.

**Close All** - Closes all windows.   A message will appear giving you the opportunity to save the work if you have not done so.

## Help

Use the Help menu when you need information about how to use the Language Assistant or information about grammar.

The Help menu commands in the Language Assistant are similar to Help menu commands in your other Windows applications.   For detailed instructions on how to use the standard Windows Help menus commands and buttons, click on the Help command within each Help window and select How to User Help, or consult your *Windows User's Guide*.

When you click on Help in the main menu bar, the Help menu appears with the following commands:

**Product** - Click on this Help category if you want to know about what the Language Assistant can do for you and how to operate the program.   When you click on the Product command, a window showing the major topics will appear.   Click on any of the underlined topics to see information about that topic.

**Spanish/French/Italian/German Grammar** - Click on this Help category if you have questions about the foreign language grammar.   Please note that grammar help is provided for only the particular Language Assistants you have installed.

**About Language Assistant** - Click on this Help category if you need to know:

• The MicroTac Language Assistant for Windows version number

• The software copyright date and the full company name

• The registered name or company of the user of the software package

• The serial number of the software

Entering Accents

The Language Assistant automatically adds accents, foreign characters, and special punctuation marks for you when it translates English text to the foreign language.

**Related Topics:**

Method 1 -- Changing International Options in the Window Control Panel
Method 2 -- Entering ANSI Decimal Codes

## Method 1 -- Changing International Options in the Window Control Panel

To be able to type the foreign characters you need, you can change the International Options settings for Windows and Windows applications.   To do so, follow these steps:

> 1. Open the Window Control Panel and click on the International icon.   The International dialog box will appear.   Set the keyboard layout to US-International.
> 2. Insert the Windows diskette requested by the program into a drive.   The necessary files will be copied to your computer.   (This step may not be necessary if you have previously installed the files.)
> 3. Enter your Windows word processing application and open the file that contains the foreign text you will later import into the Language Assistant.   Type the necessary foreign accented characters using the key combinations in the list of foreign characters.

For more information on changing the International Options settings, see "Setting International Options" in your *Windows User's Guide*.

List of Foreign Characters

Note: the **Alt** key refers to the **right Alt** key on your keyboard.

| | | |
|---|---|---|
| ä | **" a** | Press **"** then **a** |
| á | **' a** | Press **'** then **a** |
| à | **` a** | Press **`** then **a** |
| â | **^ a** | Press **^** then **a** |
| æ | **Alt-z** | While pressing the **Alt** key, press **z** |
| å | **Alt-w** | While pressing the **Alt** key, press **w** |
| ë | **" e** | Press **"** then **e** |
| é | **' e** | Press **'** then **e** |
| è | **` e** | Press **`** then **e** |
| ê | **^ e** | Press **^** then **e** |
| ï | **" i** | Press **"** then **i** |
| í | **' i** | Press **'** then **i** |
| ì | **` i** | Press **`** then **i** |
| î | **^ i** | Press **^** then **i** |
| ö | **" o** | Press **"** then **o** |
| ó | **' o** | Press **'** then **o** |
| ò | **` o** | Press **`** then **o** |
| ô | **^ o** | Press **^** then **o** |
| ü | **" u** | Press **"** then **u** |
| ú | **' u** | Press **'** then **u** |
| ù | **` u** | Press **`** then **u** |
| û | **^ u** | Press **^** then **u** |
| ñ | **~ n** | Press **~** then **n** |
| Ñ | **~ N** | Press **~** then **N** |
| ç | **' c** | Press **'** then **c** |
| ¡ | **Alt-!** | While pressing the **Alt** key, press **!** |

| ¿ | **Alt-?** | While pressing the **Alt** key, press **?** |
| ß | **Alt-s** | While pressing the **Alt** key, press **s** |

## Method 2 -- Entering ANSI Decimal Codes

You can create accented characters by entering ANSI codes using your numeric keypad.   Follow these steps:
1. Refer to the ANSI Character Set Chart below to find the character you need.
2. As you hold down the **Alt** key, type **on your numeric keypad** the decimal code for the character.

ANSI Character Set Chart

| ANSI Code | Character | ANSI Code | Character | ANSI Code | Character | ANSI Code | Character |
|---|---|---|---|---|---|---|---|
| 0191 | ¿ | 0206 | Î | 0224 | à | 0239 | ï |
| 0192 | À | 0207 | Ï | 0225 | á | 0241 | ñ |
| 0193 | Á | 0209 | Ñ | 0226 | â | 0242 | ò |
| 0194 | Â | 0210 | Ò | 0227 | ã | 0243 | ó |
| 0195 | Ã | 0211 | Ó | 0228 | ä | 0244 | ô |
| 0196 | Ä | 0212 | Ô | 0229 | å | 0245 | õ |
| 0197 | Å | 0213 | Õ | 0231 | ç | 0246 | ö |
| 0199 | Ç | 0214 | Ö | 0232 | è | 0248 | ø |
| 0200 | È | 0216 | Ø | 0233 | é | 0249 | ù |
| 0201 | É | 0217 | Ù | 0234 | ê | 0250 | ú |
| 0202 | Ê | 0218 | Ú | 0235 | ë | 0251 | û |
| 0203 | Ë | 0219 | Û | 0236 | ì | 0252 | ü |
| 0204 | Ì | 0220 | Ü | 0237 | í | 0255 | ÿ |
| 0205 | Í | 0223 | ß | 0238 | î | | |

# Glossary of Terms

ANSI Codes
Clipboard
ASCII
RTF
MTP

## ANSI Codes

Internationally recognized decimal codes for special punctuation marks and international characters.

## Clipboard

The <u>clipboard</u> is an application of Microsoft Windows.   This application allows you to cut   or copy text from one application and paste it to another.   The information is temporarily held in the clipboard. Please refer to your *Microsoft Windows User's Guide* for more information.

## ASCII

American Standard Code for Information Interchange -- File format containing only text.   May also contain accented characters.   Does not contain information regarding character formatting.   This is useful in importing files from word processors not directly supported by the Language Assistant for Windows.

## RTF

Rich Text Format -- File format used by many programs.   Contains text as well as some character formatting information.   Language Assistant can import and export this file format.   This is useful in importing files from word processors not directly supported by the Language Assistant for Windows.

## MTP

MicroTac Translation Project -- File format used by the Language Assistant for Windows.   Contains information about the source text and the translation as well as character formatting.   This file is readable only by the Language Assistant for Windows.

Note: Check the accuracy of the translation.   Automatic translation may not choose the correct meaning for the context of the text.